

## **ADMINISTRATIVE SECRETARY**

### **PURPOSE AND NATURE OF WORK**

Positions in this class are responsible for administrative and office duties under the general supervision of a department director or high level manager requiring but not limited to transcription from a dictaphone, shorthand skills, or expertise in clerical computer applications. This class is only assigned in situations where the demand for administrative assistance is substantial, but does not require a full time Administrative Assistant, or other similar administrative position. The work of this class involves a combination of responsible secretarial, varied clerical and important administrative duties. In addition, the incumbent makes limited administrative decisions in accordance with established guidelines. Supervision may, in some cases, be exercised over lower level clerical employees. The incumbent however receives only general supervision from the department director, primarily in terms of a review of results obtained.

**ILLUSTRATIVE EXAMPLES OF WORK** (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Performs assigned administrative duties which are either routine or of the complexity that only the results need to be reviewed for accuracy and completion. Follows up on various projects in order to report the progress or extent of completion. Conducts assigned research and prepares reports or provides necessary data to the director so that he or she can prepare the report. Schedules appointments, prepares preliminary analysis of matters prior to meetings, assembles documents, analyzes financial data prior to meeting from knowledge of nature and purpose of business to be transacted. Transcribes letters, memoranda, meeting minutes, etc. from a dictaphone or shorthand notes. Uses clerical computer applications for word processing or to keep records. Composes and types letters and other correspondence for the director's or chairperson's signature, or own signature, on matters that are of a routine or less complex nature. Corresponds both verbally and in writing with division managers and others to explain policies and procedures or simply to convey messages to and from the director. May have the authority to sign for the director or chairman on specified documents. May attend routine meetings or take minutes of meetings for the director.

Performs related work as required.

### **NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS**

Considerable knowledge of modern secretarial practices and use of related equipment.  
Knowledge of basic research and simple statistical analysis methods.  
Ability to compose letters and organize reports using proper grammar, spelling, punctuation and writing style.  
Ability to establish and maintain effective working relationships with other employees, government officials, and the general public.  
Ability to make decisions in accordance with established policies and procedures.

### **DESIRABLE TRAINING AND EXPERIENCE**

Graduation from a four-year college or university with major course work in Secretarial Science or graduation from an accredited business school in Secretarial Science with experience as a secretary to a high-level official in the public or private sector; or any equivalent combination of training and experience.

### **NECESSARY SPECIAL QUALIFICATION**

1. Ability to type a minimum of 55 correct words per minute.

PLUS: (Depending on the needs of the requesting authority)

2. Transcribe accurately from a dictaphone at a rate of 45 correct words per minute.

OR

3. Take dictation at a rate of 85 words per minute and transcribe accurately from shorthand notes.

OR

4. Qualify on an examination covering clerical computer applications, as required by the position being filled.